

**Frederick Community Action Agency
Board of Directors Meeting
Wednesday, August 21, 2019
Frederick Community Action Agency
100 South Market Street, Frederick, Maryland**

Board Members Present: Senator Ron Young, Delegate Karen Lewis Young, Council Member M.C. Keegan-Ayer, Seaven Gordon, Louise Lynch, Guy Djoken, Gayon Sampson for Mayor Michael O'Connor

Excused: Dr. Robert Mannis, Tim Reardon, Leslie Slaby, Diane Fink, Ingrid Palmquist, Mayor Michael O'Connor, Alderman Ben MacShane, Chris Bickle, Charles Green

Staff Present: Mike Spurrier, Director; Michele Ott, Supervisor, Janet Jones, Assistant Director; Melissa George, Medical Assistant; Cathy Holman, NP; Sarah McAleavy, Supervisor; Brad Petersen, Assistant Director; Andrew Zarick, MD; Michelle Petersen, Case Manager

Guests: Rachel Depo, Assistant City Attorney

Call to Order:

Meeting called to order at 12:17p.m. with Louise Lynch presiding. Introductions followed.

Approval of Minutes:

Minutes from June 19, 2019 meeting were reviewed and approved by unanimous consent.

BOARD MEMBER	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Dr. Robert Mannis						X
Tim Reardon						X
Leslie Slaby						X
Diane Fink						X
Ingrid Palmquist						X
Senator Ron Young	X					
Delegate Karen Lewis Young			X			
Council Member MC Keegan-Ayer			X			
Mayor Michael O'Connor						X
Alderman Ben MacShane						X
Seaven Gordon		X				
Louise Lynch			X			
Guy Djoken			X			
Chris Bickle						X

Charles Green						X
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Fiscal Report – Michele Ott, Supervisor:

Michele Ott presented on the budget on FCAA departments 6111 (FCAA), 5121 (Rental Program), and 5131 (MPDU). Michele reviewed the end of the year reports for FY19. FY20 began July 1st. Michele noted benefits are charged at the beginning of the fiscal year, so expenses show a bit higher at the start of the fiscal year. Report approved by unanimous consent.

BOARD MEMBER	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Dr. Robert Mannis						X
Tim Reardon						X
Leslie Slaby						X
Diane Fink						X
Ingrid Palmquist						X
Senator Ron Young			X			
Delegate Karen Lewis Young			X			
Council Member MC Keegan-Ayer			X			
Mayor Michael O'Connor						X
Alderman Ben MacShane						X
Seaven Gordon			X			
Louise Lynch		X				
Guy Djoken	X					
Chris Bickle						X
Charles Green						X

Program Presentation – Medical Programs – Janet Jones, Assistant Director; Michelle Petersen, Case Manager; Cathy Holman, NP; Andy Zarick, MD:

Janet, Michelle, Cathy, and Andy gave a PowerPoint presentation on the medical FCAA programs: CHC, HCH, MA, and SBHC.

Discussion – Guy Djoken introduced a delegation he is hosting from Chad.

Guy introduced 6 individuals from Chad he is hosting. The delegation is visiting the US for two weeks.

Director's Report:

Mike and Rachel Depo reviewed changes to the FCAA Board Bylaws and City Ordinance. The City Ordinance will codify the role of the FCAA Board of Directors in the City Code. Board Members expressed concern about adding term limits as the Mayor, Board of Alderman, and other City of Frederick Boards do not have term limits. For the Board Bylaws, Board Members

would like to add "unexcused" to the absence section.

Mike will be sending out draft copies of both documents for the Board to review before the October meeting.

Mike and Gayon Sampson will be meeting with local residents on Monday, August 26th at 1:30 regarding recent complaints.

Mike has discussed with Arnold Farlow the idea of having the Rescue Mission take over the evening meal on January 1, 2020.

Other Business and Announcements:

None presented.

Adjournment

The meeting was adjourned at 1:41 p.m.

Respectfully submitted,
Brad Petersen